

Purpose

This policy and procedure has been written for employees to receive recognition for their service to the Department of Transportation.

Policy

The Utah Department of Transportation realizes that employees are its most important asset. Therefore, employees will receive a service award on the following five year intervals, to recognize them for years of dedicated service.

- 5 Years of Service
- 10 Years of Service
- 15 Years of Service
- 20 Years of Service
- 25 Years of Service
- 30 Years of Service and every five years thereafter
- Retirement after 25 Years

Employees may select the award they would like to receive from a catalog or receive the value of the award in cash, for the appropriate years of service. In addition to this award, a certification of service shall be presented to the employee at the designated five year intervals.

Employment in any position within the Executive Branch of Utah State government, where normal employment benefits are provided, may be used for service award time requirements.

To be eligible for an award, employees must work in an eligible executive branch position for the required years of service. For example, if an employee works for 29 years, buys one year of service and then retires based on 30 years service, s/he is eligible for a retirement gift, but not eligible for a 30 year service award since the person did not actually work 30 years for the Executive Branch of State government.

Background

This policy and procedure has been developed by an employee group appointed by the Executive Director of Transportation. This policy and procedure is in compliance with the Department of Human Resource Management's Rules.

Definitions

Executive branch - Agencies of Utah State government.

Procedures

Service Award Program

UDOT 05C-21.1

SERVICE AWARDS

Responsibility: Human Resource Office

Actions

1. Distribute list of potential service award recipients, approximately 3 months prior to actual service anniversary, to Region/Group representatives.

Responsibility: Region/Group Representatives

2. Send catalog and order form to all employees on the list eligible for a service award.

Responsibility: Employee

3. Make award selection and submit order form to Region/Group representative.

Responsibility: Region/Group Representative

4. If gift is selected: Submit order to vendor. Verify receipt of gift and send invoice to Human Resource Office with authorization to make payment for order.

Or

If cash is selected: Request payroll incentive check. Send check to employee's leader for presentation.

Responsibility: Human Resource Office

5. Submit invoice for payment.

Responsibility: Community Relations Office

6. Prepare certification and obtain Executive Director signature. Send certification to Region/Group Representative.

Responsibility: Region/Group Representative

7. Coordinate presentation of gift and certificate to employee in an appropriate setting and as close as possible to the actual anniversary date.
8. The service award shall be presented at a brief ceremony conducted under the direction of the Region/Group Leader. Care should be taken to assure appropriate recognition of the employee for his/her service.

RETIREMENT

According to the employee's choice, the presentation of the retirement award shall be at an appropriate ceremony conducted under the direction of the Region/Group Leader.

RETIREMENT RECEPTIONS AND SOCIALS

Responsibility: Region/Group

9. Appropriate receptions can be held for retiring employees. The cost of refreshments served at the receptions should not exceed \$2.00 per person, based on estimated attendance.
10. Funds for the refreshments should be taken from the Region/Group budget. State funds shall not be used to supplement the cost of socials held outside of regular working hours, those held in private establishments, or the cost of gifts other than the service awards provided for by this policy.